

Directions: Please complete shaded areas below.

Department Name: Miami-Dade Transit Information Technology & Support Services

Project Name: Human Resources Business Analysis and Application Upgrade

Project Amount: \$460,000

Preparer Name & Contact Information: Rosie Perez (305)375-3651

Project Type: Please check (✓) one.

☒ Enterprise ☐ Communities of Interest ☐ Department Specific

Funding Source: Please check (✓) one.

☒ GF Capital ☐ Proprietary Capital

☐ **Mandated Requirement**
(If checked (✓), please indicate who is mandating this request as well as the time frame)

Department Priority of Initiative (1, 2, 3, etc.)

Section A

Background:

Miami-Dade Transit Human Resources division manages the records, benefits, and effectiveness of the MDT workforce. Currently MDT workforce is around 3,400 employees and is rapidly growing. MDT Human Services also, oversees the recruitment, training, drug testing and performance evaluations of its employees. Many of the business processes are either manually done or do not have the required system interfaces that would streamline the business operation. Additionally, the analysis will review possibilities for integration with Countywide initiatives to reduce duplications and produce efficiencies. Once the analysis is complete, the requirements, definitions, and implementation will also be done.

Problem Statement:

The different tasks performed by the Human Resources staff need to be integrated in order to promote efficiency and reduce redundancies.

Solution:

An analysis of the different Human Resources functions needs to be conducted to determine business re-engineering and automation needs. Also need to identify countywide Human Resources applications that are in the process of being implemented and determine whether they will meet Transit needs.

Expected Benefits / Direct Payback:

The analysis will document all the processes, identify the deficiencies, recommend corrective actions and propose solutions to increase productivity. Also, an integrated solution will minimize duplication of work and streamline the operation.